

Dynamics 365 for Finance and Operations Financials Workshop



Workshop

Target Audience:

This workshop designed for those in your business responsible for overseeing the day-to-day business operations of their organization. in Microsoft Dynamics 365 for Finance and Operations .. This is a 200-300 level engagement.

The pre-requisites that allow candidates to inherit the most value from this course are:

- *General knowledge of the Windows operating system.*
- *Knowledge of general accounting principles and procedures.*
- *Prior working experience and knowledge of ERP solutions.*

Overview

The Microsoft Dynamics 365 for Finance and Operations - Financials Workshop is a an engagement geared toward Finance professionals who are responsible for overseeing the day-to-day business operations of their organization.

Individuals who attend this course will retain a working knowledge of the Dynamics 365 for Finance and Operations General Ledger (out-of-box) by covering the following areas:

- General Ledger Setup and Daily Procedures
- Cash and Bank Management Setup and Daily Procedures
- Accounts Payable Setup and Daily Procedures
- Accounts Receivable Setup and Daily Procedures
- Financial Reporting
- Advanced Financial Topics
- Fixed Assets Setup and Daily Procedures

This is a 5-day engagement, delivered onsite.

This workshop is intended to provide participants the opportunity to start understanding and gain general awareness of how the Financial modules in Dynamics 365 Operations General Ledger function (out-of-box) in preparation(s) for:

- A new implementation of Dynamics 365 for Finance and Operations
- An upgrade from a prior version of Dynamics AX to Dynamics 365 for Finance and Operations

Syllabus

This engagement runs five(5) full days.

Participants should anticipate consistent start and end times for each day. Early departure on any day is not recommended.

In order to ensure that concepts are practiced and understood, hands on-labs can be included upon request.

Day 1: General Ledger and Chart of Accounts Setup/Configuration

- **General Ledger Setup**
 - Currencies and Exchange Rates
 - Periods and Fiscal Year Setup
 - Date Intervals
 - Reason Codes
 - Financial Dimensions
 - Financial Dimension Sets

- **Chart of Accounts**
 - Main Account Categories
 - Main Account Setup
 - Account Structure Configuration(s)
 - Advanced Rule Structure Configurations
 - Legal Entity Ledger Setup
 - Accounts for Automatic Transactions
 - Period Allocation(s) Setup
 - Contrast the various allocation methods

- **Journal Name(s) Setup**
 - Set up Journal Names
 - Number Sequences Review
 - Set up Journal Name Controls
 - Create Journal Texts
 - Set up Balance Control Accounts
 - Set up the General Ledger Parameters

Syllabus

Day 2: General Ledger Daily Procedures/Cash and Bank Management Setup and Daily Procedures

- **General Ledger Daily Procedures**
 - Create General Ledger Journals
 - Enter General Ledger Transactions
 - Posting of Multiple Journals
 - Creating and re-using Voucher Templates
 - Creating and Working with Periodic Journals
 - General Ledger Transaction Reversal (Reversing Entries)

- **Cash and Bank Management Setup and Configuration**
 - Bank Transaction Types Review
 - Bank Transaction Groups Review
 - Cash and Bank Management Parameters Review
 - Payment Purpose Codes
 - Bank Groups Review
 - Bank Accounts Review
 - Check Layout Review

- **Cash and Bank Management Daily Procedures**
 - Create Check Review (Free vs. Fixed)
 - Delete Checks Review
 - Deposit Slips Review
 - Deposit Slip Reversal Review
 - Void Unposted Check Review
 - Refund Check Review
 - Payment Reversal Review
 - Reconcile Bank Account Review
 - Electronic Bank Reconciliation Review (Advanced topic)

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Day 3: Accounts Payable/Receivable Setup and Daily Procedures

- **Accounts Payable Setup Components Review**
 - Payment Schedule Setup
 - Payment Days Review
 - Terms of Payment Setup
 - Cash Discounts & Payment Fees Review
 - Methods of Payment Setup
 - Vendor Groups Review
 - Accounts Payable Posting Profiles Review
 - Accounts Payable Vendor Setup
 - Accounts Payable Parameters Review

- **Accounts Payable Daily Procedures**
 - Overview of types of Accounts Payable journals
 - Invoice Register Journal Review
 - Approval Journal Review
 - AP Invoice Journal Review (including Voucher & Period Templates)
 - Payment Journal Review (Manual & Proposal)
 - Settle Open AP Transactions Review
 - Undo Settled/Closed AP Transactions Review

- **Accounts Receivable Setup Components Review**
 - Payment Schedule Setup
 - Payment Days Review
 - Terms of Payment Setup
 - Cash Discounts & Payment Fees Review
 - Methods of Payment Setup
 - Customer Groups Review
 - Accounts Receivable Posting Profiles Review
 - Accounts Receivable Customer Setup

- **Accounts Receivable Daily Procedures**
 - Create a Free Text Invoice
 - Create Recurring Free Text Invoices
 - Process a Correcting Free Text Invoice
 - Payment Journal Review (Manual & Proposal)
 - Settle Open AR Transactions Review
 - Placing an AR Transaction on Hold
 - Undo Settled/Closed AP Transactions Review
 - Process Customer Reimbursements

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Day 4: Financial Reporting and Advance Financial Topics

- Financial Reporting Overview
 - General report designer navigation
 - Financial Reporting integration points with Microsoft Dynamics 365 for Finance and Operations
 - User management and User security (Microsoft Dynamics 365 for Finance and Operations and Financial Reporting)
 - Report building block definitions (Row, Column and Tree)
 - Report definitions
 - Report grouping, scheduling, output and distribution
 - Viewing reports
 - Report management and maintenance
 - Designing/Building basic financial statements (Trial balance, Income statement, Balance sheet and Statement of Cash Flows)
 - Advanced report design (Side by Side, Relational and Variance)
 - Default financial statement report templates
 - Designing/Building new reports from scratch

- Multicurrency Overview
 - Setup
 - Foreign Currency Revaluation
 - Accounts Receivable and Accounts
 - Payable Exchange Rate Adjustments

- Intercompany Accounting
 - Post Intercompany Transactions – Overview
 - Intercompany Posting Setup
 - Trace an Intercompany Transaction

- Advanced payments
 - Bridging Accounts – Overview
 - Electronic Vendor Payments
 - Electronic Customer Payments
 - Centralized Payments – Overview
 - Ledger Accrual - Overview

- GL Year-End Close
 - Create a New Fiscal Year
 - Control Transactions in a Closing Period
 - Create and Post a Closing Sheet
 - Transfer Opening Balances

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Day 5: Fixed Assets Configuration, Setup and Daily Procedures

- **Fixed Assets Module Setup Components**
 - Structure and Integration with other Financial Modules
 - Review System Setup for Fixed Assets (Setup Prerequisites)
 - Review the Basic Setup Requirements for the Fixed Assets Module
 - Review Depreciation Profiles, Asset Calendars and Book(s) components of Fixed Assets Setup
 - Review FA Books, Asset Groups, Posting and FA Disposal profile components of Fixed Assets Setup
 - Review the Fixed Assets Module Parameters
 - Review how to use Capitalization Threshold(s)
 - Review Fixed Assets Purchase Orders Field Group Parameters
 - Introduce Extended Functionality Setup Requirements for Fixed Assets

- **Fixed Assets Setup Components**
 - Set a new Fixed Asset
 - Demonstrate the Use of Inquiries in the Fixed Assets Table
 - Review Fixed Asset Conventions
 - Review Mass Update of Depreciation Conventions for Depreciation Books

- **Fixed Assets Daily Procedures**
 - Review the Use/Purpose of Assets Transaction Types
 - Review the Use of Journals to Manually Enter Fixed Asset Transactions
 - Create Fixed Assets in Accounts Payable via POs
 - Review how to Control Fixed Assets Acquisition Transaction Creation from Accounts Payable via POs
 - Review how to Create and Acquire a Fixed Asset Record from Accounts Payable (via POs) During Posting of a PO Packing Slip of Invoice
 - Review When the Fixed Asset Receipt and Fixed Asset Issue Account Types Will be Used
 - Review the Use of Fixed Assets Proposal(s) to Process Fixed Asset Transactions
 - Review Value Adjustments for Fixed Assets
 - Review the Other Transaction Types that can be Processed in the Fixed Assets Module
 - Review where/how Various Fixed Asset Transaction Reversals are Processed
 - Process a Fixed Assets Transaction Reversal
 - Review the Copy Fixed Asset Functions
 - Review the Process of Changing a Fixed Asset Group Assigned to an Existing Fixed Asset Record
 - Review the Process of Recording a Fixed Asset Addition